



August 28, 2014

Dear SRM Customer:

The Office of Reference Materials at NIST is rapidly approaching the time of the year where we are required to conduct an annual SRM inventory. Therefore, our shipping department will not be processing any orders from Monday, September 22, 2014 through Monday, September 29, 2014.

During that time, we will be happy to accept your orders, but the following schedule will apply to our ability to ship orders:

- Tuesday, September 16, 2014 is the last day that we will ship dry-ice, hazardous, or international orders.
- Friday, September 19, 2014 is the last day that we will accept domestic non-hazardous orders for immediate shipment prior to inventory.
- Monday, September 22, 2014 through Monday, September 29, 2014 - orders can be taken, but shipping will not occur.
- Tuesday, September 30, 2014 – all orders will begin to be shipped.

I hope this advance notice of our inventory dates will enable you to plan your ordering, and minimize the disruption in service to you, our valued customer.

I would like to take the opportunity at this time to thank you for your business during the past year, and let you know that we, in the Office of Reference Materials, appreciate our customers.

To place an order, please contact our sales office by phone (301) 975-2200 or (301) 975-6776, fax (301) 948-3730, or e-mail: srminfo@nist.gov. Our sales representatives will be happy to assist you.

Sincerely,

Robert L. Watters, Jr.
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